



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State St ★ P.O. Box 1299 ★ Decatur, TX 76234 ★ www.decaturtx.org

Preliminary Plat Checklist

A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the Planning Director will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

General Information:

Waiver from Section 212.009: The Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being accepted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be processed by City Staff and forwarded to the Planning and Zoning Commission for approval, a waiver for this section has been provided on the plat application form. **If the waiver on the plat application is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.**

Acceptance of plat application: All plat applications will be reviewed for completeness in accordance with this checklist before they are accepted by City staff. **Failure of applicant to provide required information or obtain waiver from Planning Director constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.**

Expiration of preliminary plat: The Preliminary Plat expires 12 months after City Council approval unless a Final Plat for the property, consistent in all respects with the approved Preliminary Plat, has been submitted for approval. If the subdivision is to be constructed in phases, the Preliminary Plat will remain valid as long as no more than two (2) years time passes between approval of the final plat for a phase and the submittal of the final plat for approval of the subsequent phase and each phase incorporates at least 25 percent (by lot count) of the approved Preliminary Plat.

Application Requirements:

- Submit one (1) set of the following documents:
 - Application form, signed checklist and appropriate application fee,
 - Plat with name of project in lower right corner,
 - Surveyor's closure report,
 - Proof of ownership (recorded property deed, current year tax statements or tax certificate),
 - 24" X 36" set of engineering/construction plans, if required (required for all public improvements, including sidewalks) and,
 - Documentation on any and all liens and lien holders of property.
- Electronic .pdf or an email containing Preliminary Plat and all other supporting documentation (except the construction plans).
- Plats will be drawn on a sheet size of 24" X 36" folded to 8½ X 11 and drawn to scale: (1:10, 1:20, 1:30, 1:40, 1:50, 1:100 or 1:200) (unless otherwise approved by the Planning Director).
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- I have reviewed the checklist and all submittals for completeness and accuracy.

Signature

Date



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Preliminary Plat Shall Contain (Per Chapter 5 of the Subdivision Regulations):

General Information:

- Title Block containing: Proposed name of the subdivision or lot on record, acres in platted and unplatted land and total of those acres, survey and jurisdiction (City of Decatur, County of Wise, Texas, for example).
- The date, scale, north arrow, vicinity map showing the location of the development in relation to existing streets and highways and dates of preparation and revisions.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- The name and address of the property owner or owners, and the planners, registered engineer, surveyor or other representatives processing the plat. Certification by a Registered Professional Land Surveyor
- The names of the record owners of contiguous undeveloped lands. Name of the subdivider or developer, record owner or owners and the planners, registered engineer, surveyor or other representatives processing the plat.
- The following notice shall be placed on face of the Preliminary Plat: PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY.
- Letters of approval for acceptance by utilities and entities affected by property being platted.
- Planning and Zoning Commission and City Council Certificates.

THE PLANNING AND ZONING COMMISSION OF DECATUR, TEXAS ON THE _____ DAY OF _____, _____, VOTED AFFIRMATIVELY TO RECOMMEND CONDITIONAL APPROVAL OF THIS PRELIMINARY PLAT, SUBJECT TO CONDITIONS ENUMERATED IN MINUTES OF THIS DATE.

BY: _____
CHAIRMAN

ATTEST: _____
PLANNING DIRECTOR

THE CITY COUNCIL OF DECATUR, TEXAS, ON THE _____ DAY OF _____. _____, VOTED AFFIRMATIVELY TO CONDITIONALLY APPROVE PREPARATION OF A FINAL PLAT SUBJECT TO CONDITIONS ENUMERATED IN MINUTES OF THIS DATE.

BY: _____
MAYOR

ATTEST: _____
CITY SECRETARY

- Indicate proposed phases for final platting.

Boundaries, Acreage, Zoning and Uses

- The development boundary lines, shown by a **contiguous dark line** of sufficient width to be easily identified. Bearing and length of each boundary line shall be shown on the plat. A description by metes and bounds of the subdivision perimeter must be shown on the plat.
- The total acreage within the development, the identification of each existing and proposed type of land use, and the acreage of each use.
- All existing or proposed lots and blocks identified by letter or number within the development and the names and lot patterns of contiguous developments, shown by dotted or dashed lines.
- Include primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
- The existing and proposed zoning of the land to be developed and the zoning of adjacent land.
- Include conditions adjacent to the tract affecting design of the subdivision including such information as may be available from filed observation, aerial photographs and available maps.
- The location and identification of all existing buildings, parking lots, driveways, and other significant structures and whether they are to remain or be removed from the site.



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- Identify all existing easements and encumbrances on the property.
- Include front building setback lines on all lots and sites. Side yard building setback lines shall be shown at street intersections and crosswalks.
- Identify all areas proposed for park dedication.
- Identify all areas proposed for landscaping.
- Identify all proposed buffers.
- Identify all proposed green space.

Utilities

- The identification, location, and size of all existing and proposed public facilities, including water and sanitary sewer lines and associated easements that are proposed to serve the development.
- Provide water and sewer demand/loading calculations, if anticipated/potential number of residential units exceeds 25 and/or amount of non-residential square footage is anticipated to exceed 130,680 square feet (3 acres), based on City of Decatur Design Standards.
- The Preliminary Plat shall include all existing sewers, water mains, gas mains, electric and telephone lines, culverts or other underground structures or utilities within the tract and immediately adjacent thereto with pipe sizes and locations indicated.
- In the event water mains and sewers are not on or adjacent to the tract, indicate the direction, distance and size of the destination mains, including invert elevations of the sewer lines.
- Information on the means by which any alternative water or sanitary sewer service is to be provided, such as wells or septic systems and the location and distance from nearest public facility.
- The size and location of all proposed water distribution mains, including valves and fire hydrants, may be required.
- The size and location of all proposed sewer mains, including manholes, preliminary grades for each main between manholes and the depth of each manhole may also be required.
- The identification, location and size of all existing gas, petroleum, or similar common carrier easements located within or on the boundary of the development. If no easements or pipelines are located on the property, add a note to that effect.

Streets, Sidewalks and Driveways

- The City may require that the Developer provide, at the Developer's expense, a traffic study of the proposed development. Traffic Study is required.
 - Three (3) copies of this study shall be submitted for review concurrently with the submittal of the Preliminary Plat.
 - The traffic study shall be prepared and sealed by a Licensed Professional Engineer in the State of Texas.
 - Prior to Preliminary Plat approval, revisions to the traffic study shall be made as required by the City.
- The identification, location and size of all existing and proposed streets, street names and street rights-of-way located within the development or adjacent developments and any proposed roads identified on the Roadway Component of the Mobility Plan.
- Location of existing sidewalks within or adjacent to the property.
- The location of any existing or proposed driveways / curb cuts that access or are proposed to access any existing or proposed arterial or collector street located within the development, adjacent to the development or within 200 feet of the boundary of the development.
- Centerline of existing and proposed right-of-way with dimension and arrow from centerline to edge of proposed right-of-way with dimension.
- When the Preliminary Plat includes curved streets, all relevant curve data including arc lengths, radii, internal angles, points of curvature, and length and bearing of tangents shall be shown. For lots facing on curved streets, the cord length of the lot at the front building setback line shall be shown.

Drainage

- The City may require that the owner provide, at the owner's expense, a drainage study of the proposed development. Drainage Study is required.



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- Three (3) copies of this study shall be submitted for review concurrently with the submittal of the Preliminary Plat.
- The drainage study shall be prepared and sealed by a Licensed Professional Engineer in the State of Texas.
- 506.5 Revisions Required. Prior to Preliminary Plat approval, revisions to the drainage study shall be made as required by the City.
- The topography of the existing land included within the development as shown by contour lines on basis of five foot intervals in terrain with a slope of five percent or more and on a basis of one foot intervals in terrain with a slope of less than five percent. The datum used shall be specified on the drawing. Major changes in topography anticipated and resulting from the proposed development should be shown on the plat document as well tied to the existing contours
- The identification, location, and approximate dimensions of all existing water courses, ponds, detention ponds, ditches, channels, floodway and floodplain boundaries, storm water improvements, or similar natural or man-made drainage facilities or features located on the property or within 200 feet of the boundaries of the development that do or will affect or impact storm water drainage on or across the site.
- The identification and location of all proposed drainage improvements and proposed floodplain/floodway revisions and any proposed easements associated with such drainage improvements.
- In situations where a floodplain or existing water course is proposed to remain in an existing or natural state, identification and location of any proposed drainage easements required to contain the 100 year storm based on ultimate development of the watershed.
- A Preliminary Drainage Study performed by a registered engineer is required with the submission of a preliminary plat unless one of the following conditions is met. Developments that are excepted from the preliminary drainage study requirement are still required to provide sufficient drainage information at the final plat stage as required by the Drainage Criteria Manual to support proper sizing of any required or proposed drainage improvements or easements.
 - The proposed development, lot or lots in combination with any upstream drainage area is less than three acres.
 - The preliminary plat is for a single-family lot of five acres or more that does not contain a drainage course outside of a floodplain (Zone AE, A, AO, or shaded X) on the city's Flood Insurance Rate Map.

At a minimum, a preliminary drainage study shall contain the following components. .

- A drainage area map at a 1"=200' scale or larger showing all proposed onsite and existing offsite drainage areas with points of concentration/discharge and contours at two foot intervals identified, proposed zoning of each drainage area, existing and proposed drainage features and systems, existing and proposed streets and alleys, proposed crests, sags, and street intersections with proposed flow arrows, existing and proposed floodplains and floodways on or adjacent to the site, any proposed topographic changes that are over 1000 square feet and will include cuts or fills of 2 or more feet, and a north arrow
- Table of runoff calculations with the following headings and subsequent information for each offsite and onsite drainage area and concentration/discharge point.
 - Drainage area designation
 - Area in acres
 - Weighted runoff coefficient based on proposed zoning
 - Time of concentration based on proposed conditions
 - Proposed 100 year intensity
 - Proposed 100 year runoff
- A general description/narrative indicating how proposed onsite and offsite drainage runoff is proposed to be handled in accordance with the City of Decatur Design Standards and the adequacy of the existing downstream drainage system as it relates to the proposed runoff from the site.
- Add a note on Preliminary Plat, if applicable, that states: Discharge from any detention pond outfall or storm drain outfall may require an offsite drainage easement to accommodate the flow. If an offsite drainage easement is



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required, a study shall be made of the off-site property to determine the size of the drainage easement to accommodate the flow.

- Add note on Preliminary Plat that states:** Acceptance of the drainage features identified on the Preliminary Plat are subject to change during the final plat process and do not constitute subsequent approval of same. The City reserves the right to require additional data or studies to ensure compliance with City of Decatur's Subdivision Ordinance, Design Standards and Comprehensive Master Drainage Plan.

Park Dedication. (Section 504.4 of the Decatur Subdivision Ordinance)

- Show all areas proposed for park dedication.

Landscaping. (Section 504.5 of the Decatur Subdivision Ordinance)

- Show all proposed areas for landscaping. Landscaping to be provided on site plan prior to issuance of building permit.

Buffers. (Section 504.6 of the Decatur Subdivision Ordinance)

- Show all proposed buffers.

Green Space. (Section 504.7 of the Decatur Subdivision Ordinance)

- Show all proposed green space.

CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type

Incomplete applications will be rejected

<input type="checkbox"/> Annexation Petition	<input type="checkbox"/> Gas Well Development Plat	<input type="checkbox"/> Specific Use Permit
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Plat Extension-Final or Preliminary	<input type="checkbox"/> Subdivision Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Conveyance Instrument	<input type="checkbox"/> Replat	<input type="checkbox"/> Zoning Variance (ZBA)
<input type="checkbox"/> Design Standards Variance	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Vacation Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> ROW Abandonment/ Closing	<input type="checkbox"/> Other _____

Application Requirements: Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.

PROJECT INFORMATION: Residential Commercial Is this property platted? Yes No
If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor

Project Name: _____ Total Acres _____

Project Address (Location): _____ Parcel(s) Tax ID R #: _____
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number _____ Parcel(s) Tax ID GEO #: _____

Brief Description of Project: _____ ETJ Yes

Existing Use: _____ Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Use: _____ Proposed Zoning: _____ # of Proposed Lots _____ Proposed Units: _____

APPLICANT INFORMATION: Please circle your preferred method of contact.

Applicant / Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Property Owner _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of this request:

Lien Holder (if applicable) _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Key Contact/Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

(MUST BE SIGNED FOR ALL APPLICATIONS) - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

PROPERTY OWNERS INFORMATION

PRINT NAME SIGNATURE OF PROPERTY OWNER

PRINT NAME SIGNATURE OF PROPERTY OWNER

LIEN HOLDER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)

If applicable, Lien holder/mortgagee must also sign plat for filing of record.

PRINT NAME SIGNATURE OF LIEN HOLDER

For Departmental Use Only

Case#: _____

Project Mgr : _____

Total Fee(s): _____

Payment Method: _____

Accepted By: _____

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Decatur".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• <i>Application</i>	<i>Yes</i>	<i>No</i>	<i>To Be Completed by Staff Accepting Application</i>
• <i>Fee Paid</i>	<i>Yes</i>	<i>No</i>	<i>Key Dates</i>
• <i>Survey Provided</i>	<i>Yes</i>	<i>No</i>	On P&Z Agenda: _____
• <i># of Copies</i>	_____		On Council Agenda: _____
			Newspaper Publication Dates:
• <i>Plans Provided</i>	<i>Yes</i>	<i>No</i>	P&Z: _____
• <i># of Copies</i>	_____		CC: _____
			Property Owner Notification Date _____
• <i>Application Accepted</i>	<i>Yes</i>	<i>No</i>	

Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____